

U.S. Mission, Lilongwe

Announcement Number: LILONGWE-021-057

Position Title: Public Health Specialist - Health Management
Information Specialist

Opening Period: July 10 to 31, 2021

Series: FSN 0550

For More Info: Human Resources Office
E-mail Address: HRLilongwe@state.gov

Who May Apply: All Interested Applicants / All Sources

Grade: For USEFM, Grade is - FP 4. Actual FP 4 salary will be determined by Washington D.C.

For Locally Employed Staff (including Malawians) – Grade is FSN 11. Starting annual salary is \$ 50,240 but the actual FSN salary will be determined by the Management Officer.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. Please follow this link; <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Malawi is seeking eligible and qualified applicants for the position of Health Management Information Specialist.

The work schedule for this position is Full Time: 40 hours a week.

Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: NO

Duties: The job holder is a technical advisor responsible for Health Management Information Systems (HMIS) strengthening within the context of in-country HIV/AIDS programs supported through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The job holder works at a program management level to collaborate with the Ministry of Health and other HIV/AIDS partners in the development and strengthening of information technology systems and software solutions that will improve data flow from the sub-national to the national level of the host country with specific emphasis on how data is managed and organized, and the process is managed and documented. To carry out this responsibility the job holder provides the USG team, Ministry of Health (MOH), and other implementing partners with technical recommendations and expertise in the design, documentation, development, improvement, maintenance, and sustainability of information systems that strengthen health service effectiveness and efficiency. Both the advisory and managerial roles require HMIS technical expertise with specialization in data management and architecture, project management and documentation, results-oriented analysis, clear communication, advocacy, and close collaboration with implementing partners and donors. Due to the highly integrated nature of HMIS in all PEPFAR programmatic decision making, the job holder represents the agency on HMIS issues at technical working group, policy, and strategic planning meetings, including meetings with collaborators and donor agencies. The Job holder is supervised by the Informatics Team Lead.

Qualifications and Evaluations:

EDUCATION:

Master's degree in one of the following disciplines is required: Public Health Informatics, Information Science, Health Information Management, Computer Science, Computer Engineering, Information Systems, Epidemiology, Statistics, or Health Sciences is required.

EXPERIENCE:

Five years of experience in designing, developing, implementing, and maintaining information management systems, with specialization in optimizing data organization, project management, comprehensive documentation, rigorous system quality assurance, and systems architecture, that support and evaluate health-related program activities is required. Three additional years of experience at the managerial level is required.

JOB KNOWLEDGE:

The incumbent must possess extensive knowledge of database architecture, national health delivery information systems, project management, comprehensive system documentation, rigorous system quality assurance, health information technology and applications, especially the application of program management and the translation and use of evaluation data as it pertains to the improvement of program operations, guidelines, and policies.

The incumbent is preferred to have a detailed understanding of the structure and functions of PEPFAR, including detailed knowledge of the agency's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR). Job holder is preferred to have a detailed knowledge of HIV/AIDS, STD or TB prevention activities and must have extensive understanding of the host government health care system and structures including familiarity with Ministry of Health and E-Government policies, program priorities and regulations.

Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.

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LANGUAGE PROFICIENCY:

Level IV (fluency – speaking/reading/writing) in English is required

SKILLS AND ABILITIES:

Ability to analyze, understand and inform new health management information systems, health ICT program design, management and implementation approaches, and optimal system documentation, quality assurance and architecture is required. This includes application of public health informatics techniques and use of ICTs and methods for data collection, storage, analysis, use, and reporting and for gathering and documenting requirements and planning and executing system quality assurance.

Ability to design or understand complex database structures and sophisticated computer applications to meet data collection requirements is required.

Strong oral communications skills are required to develop and maintain effective, sustainable working relationships with ministry, national and international working partners. Good drafting skills are required to provide regular progress reports on various HMIS activities.

Good leadership skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups.

Good facilitation and mentoring skills are required for leading seminars and training workshops. The incumbent will be expected to exercise tact and diplomacy in applying PEPFAR guidelines to unique and different public health settings, as the programs are highly complex and can be threatening to stakeholders.

Highly developed persuasive skills, ingenuity and innovation are required. Keyboarding skills that include both speed and accuracy are required.

Intermediate user level of word processing, spreadsheets (advanced functions) and databases is required. A highly developed facility for manipulating numbers is required.

Note: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission, Lilongwe, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant.

The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

****** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

How to Apply:

Applications must be submitted through the Electronic Recruitment Application (ERA) available on this link; <https://erajobs.state.gov/dos-era/mwi/vacancysearch/searchVacancies.hms>

Interested applicants are supposed to contact HR Office for any assistance on how to submit the application on ERA.

We recommend that you use google chrome when accessing this Vacancy Announcement.

Required Documents: Please upload the required documentation listed below in the ERA:

- Copies of Master's Degree Certificates
- Updated CV
- Residency and/or Work Permit (for non-Malawians).
- National Identity Card (for Malawians)

What to Expect Next: Only short-listed applicants will be contacted via email or phone.

The complete position description listing all the duties, responsibilities, required qualifications, etc. has been uploaded on the ERA.

Thank you for your application and your interest in working at the U.S. Mission in Malawi.

Cleared: AMO: Tanya Austin_____